

ABSTRACT

A communications apparatus includes a communications mechanism, a registering mechanism, a notifying mechanism, and a controlling mechanism. The communications mechanism performs communications with a sending communications machine and a transfer communications machine. The registering mechanism registers an address and a communications capability of the transfer communications machine. The notifying mechanism notifies of the communications capability of the transfer communications machine registered in the registering mechanism. The controlling mechanism instructs the notifying mechanism to notify the sending communications machine of the communications capability at a beginning of communications and to instruct the communications mechanism to transfer image information received from the sending communications machine to the transfer communications machine using the address stored in the registering mechanism.